

**ENGINEERING AND RELATED SERVICES
APRIL 20, 2012**

**CONTRACT NO. 4400002641
RETAINER CONTRACT FOR ENGINEERING,
PLANNING AND DESIGN OF DOTD LIQUID/COMPRESSED
NATURAL GAS (L/CNG) FUEL FLEET
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on DOTD Form 24-102 (24-102), "Professional Engineering and Related Services", revised November 2011, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

Project Manager – Ms. Leslie Mix

All inquiries concerning this advertisement should be sent in writing to Alan.Dale@LA.gov.

PROJECT DESCRIPTION

The selected Consultant will perform engineering, planning and design services required to establish DOTD L/CNG Fuel Fleet for statewide projects covered by a Retainer Contract under separate Task Orders. The consultant will then be responsible for the design of the L/CNG fueling stations. The Consultant will be required to execute a Task Order which will specify the scope of services, contract time, and compensation. Each Task Order will become a part of the Retainer Contract.

SCOPE OF SERVICES

The services to be rendered for this Retainer Contract shall consist of, but not limited to the following:

1. Review existing government programs and incentives in Louisiana and other states that promote the use of liquid/compressed natural gas (L/CNG).
2. Study and analyze DOTD's existing fleet including ferry fleet.
3. Evaluate the environmental benefits and technical merits of using L/CNG to power vehicles.
4. Outline the economic, environmental and technological advantages and disadvantages of using and promoting the use of L/CNG to power vehicles.
5. Determine what type of L/CNG fuel system will be best suited for DOTD.

6. Advice on the real benefits of using alternative fuels (i.e. cost savings, longer engine life, lower personnel costs, etc.)
7. Prepare cost estimates for the construction of the fuel stations, the maintenance of the L/CNG vehicles, the training needed to maintain the vehicles and the actual cost of the L/CNG fuel versus diesel fuel and/or gasoline.
8. Prepare an analysis of air quality benefits using the required EPA mobile emissions software package and following FHWA's October 2008 Final Program Guidance for the CMAQ program – for each designated non-attainment or maintenance parish in Louisiana.
9. Conduct life cycle cost analysis to help justify the switch to alternative fuels
10. Recommend the number and location of the needed refueling station, determine if fleet will fill overnight slowfill or fastfill from storage or a combination of both overnight refueling and fast filling
11. Develop an implementation plan for conversion to L/CNG vehicles
12. Design of on-site refueling stations

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Hydraulics Manual
4. DOTD Standard Specifications for Roads and Bridges
5. Manual of Uniform Traffic Control Devices
6. National Environmental Policy Act (NEPA)
7. National Electric Safety Code
8. National Electric Code (NFPA 70)
9. DOTD Environmental Impact Procedures (Vols. I-III)
10. Construction Contract Administration Manual
11. Materials Sampling Manual
12. Consultant Contract Services Manual
13. Geotechnical Engineering Services Document
14. DOTD Stage 1 Manual of Standard Practice
15. NFPA 52 – Compressed Natural Gas Vehicular Fuel Systems Code – 1998
16. NFPA 57 – Liquefied Natural Gas Vehicular Fuel System Code – 1999
17. NFPA 30A – Code for Motor Fuel Dispensing Facilities and Repair Garages – 2000
18. NFPA 59A – Standard for the Production, Storage, and Handling of Liquefied Natural Gas – 1996
19. SAE J1616 – Recommended Practice for Compressed Natural Gas Vehicle Fuel
20. SAE J2323 – Recommended Practices for LNG Powered Heavy-Duty Trucks
21. SAE J2406 – Recommended Practices for CNG Powered Medium and Heavy-Duty Trucks

22. Design Guidelines for Bus Transit Systems Using Liquefied Natural Gas (LNG) as an Alternative Fuel (3/97)
23. Design Guidelines for Bus Transit Systems Using Compressed Natural Gas as an Alternative Fuel (6/96)
24. Compressed Natural Gas Safety in Transit Operations (10/95)
25. Liquefied Natural Gas Safety in Transit Operations (3/96)
26. Uniform Fire Code – 1997
27. International Fire Code – 2000
28. ANSI NGV1-1994 (with 1997 and 1998 addenda) – Compressed Natural Gas Vehicle Fueling Connection Devices
29. ANSI NGV2-2000 – Basic Requirements for Compressed Natural Gas Vehicle Fuel Containers
30. ANSI NGV3.1-1995 – Fuel System Components for Natural Gas Powered Vehicles
31. ANSI NGV4.1/ CSA 12.5 -1999 – NGV Dispensing Systems
32. ANSI NGV4.2/CSA 12.52 -1999 – Hoses for NGVs and Dispensing Systems
33. ANSI NGV4.4/CSA 12.54 -1999 – Breakaway Devices for Natural Gas Dispensing Hoses and Systems
34. ANSI NGV4.6/CSA 12.56 -1999 – Manually Operated Valves for Natural Gas Dispensing Systems
35. ANSI NGV4.8/CSA 12.8 -2002 – Natural Gas Vehicle Fueling Station Reciprocating Compressor Guidelines
36. ANSI PRD1-1998 (with 1999 addendum) – Basic Requirements for Pressure Relief Devices for Natural Gas Vehicle Fuel Containers
37. CGA C-6.4-1998 – Methods for External Visual Inspection of Natural Gas Vehicle Fuel Containers and Their Installations
38. 49 CFR 178.56 – Specification 4AA welded steel cylinders
39. 49 CFR 178.57 – Specification 4L welded insulated cylinders
40. 49 CFR 571.304, FMVSS 304 – Compressed Natural Gas Fuel Container Integrity
41. 49 CFR 571.303, FMVSS 303 – Fuel System Integrity of Compressed Natural Gas Vehicles
42. 49 CFR 393.65, FMCSR – All Fuel Systems
43. ASME Boiler and Pressure Vessel Code, Section VIII (Pressure Vessels)

COMPENSATION

Compensation to the Consultant for services rendered in connection with each TO shall be determined on the basis of a negotiated lump sum or a cost plus fixed fee amount prior to each TO being issued.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$500,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

CONTRACT TIME AND NOTICE TO PROCEED

This Retainer Contract shall be in effect for the duration of **three years**. The services to be performed for each Task Order (TO) will be determined prior to the execution of the TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the DOTD. The contract time for each TO, will be specified in the executed TO. Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met at the time of submittal:

1. The Prime Consultant must employ on a full-time basis or through the use of Sub-Consultant personnel who has at least five years experience in each of the following:
 - a. Research, planning and implementation projects
 - b. Fleet management
 - c. L/CNG applications and design

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6;**
5. Consultant's current work load, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4. *

*Location will be based from Marksville, Louisiana.

**The Other (OT) performance rating will be used for this project.

Complexity level (**moderate**)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. Then the rating will be multiplied by the corresponding weighting factor. The firm's ratings in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Alan Dale – Ex officio
2. Leslie Mix – Project Manager
3. Jay Carney
4. Kevin Reed
5. William Schear
6. Mike Vosburg

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution by the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;

- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant will maintain, an approved Project Cost System and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped "original"**) and **five** copies of the 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit

any of the information required on the 24-102, or providing inaccurate information on the 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's 24-102 must be firmly bound to the Consultant's 24-102. In Section 8, the Consultant's 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The 24-102 will be identified with **Contract No. 4400002641**, and will be submitted **prior to 3:00 p.m. CST on Monday, May 7, 2012**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Alan Dale, P.E.
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1401

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.